

**TOWN OF ARLINGTON  
MASSACHUSETTS**

**REQUEST FOR PROPOSAL**

The Town of Arlington, acting through its Town Manager, is currently seeking proposals from qualified firms for the completion of a schematic design and environmental restoration plan for the Wellington Park and Mill Brook Corridor, between Grove and Brattle Streets. We seek a landscape architecture and engineering team to provide a plan to improve the ecological quality and public access amenities along the Brook. Qualified firms are requested to submit their proposals to the Purchasing Officer at the Town Hall, 730 Massachusetts Ave., Arlington, MA, in accordance with the instructions contained within this Request for Proposals (RFP).

**RFP #17-56**

**Design Service/Mill Brook Corridor & Wellington Park Revitalization**

Proposals are invited and will be received by the Town Manager, Town of Arlington, Massachusetts on or before **1:00 P.M. Tuesday November 7, 2017** at the Town Manager's Office/Purchasing Department, Town Hall Annex, 730 Massachusetts Avenue, Arlington MA 02476-4908.

Proposals delivered after the appointed time and date will not be considered.

General information, proposal instructions, and the scope of work are available at the Town Manager's Office/Purchasing Department.

The Town Manager reserves the right to cancel any request for proposals, to reject in whole or in part any and all proposals when it is deemed in the best interest of the Town of Arlington to do so.

TOWN OF ARLINGTON

Adam W. Chapdelaine  
Town Manager

October 19, 2017

## **REQUEST FOR PROPOSAL**

The Town of Arlington, acting through its Town Manager, is currently seeking proposals from qualified firms for the completion of a schematic design and environmental restoration plan for the Wellington Park and Mill Brook Corridor, between Grove and Brattle Streets. We seek a landscape architecture and engineering team to provide a plan to improve the ecological quality and public access amenities along the Brook.

### **RFP 17-56**

#### **MILL BROOK and WELLINGTON PARK REVITALIZATION**

Proposals are invited and will be received by the Town Manager, Town of Arlington, Massachusetts on or before **1:00 P.M., Tuesday, November 7, 2017** at the Town Manager's Office/Purchasing Department, Town Hall Annex, 730 Massachusetts Avenue, Arlington, MA 02476.

The Town will accept proposals delivered in person or by mail. Please submit 8 hard copies of the technical proposal and 1 electronic copy on a CD or flash drive. Place 1 copy of the fee proposal in a separate envelope. Proposals submitted by fax or by electronic mail will not be considered. All proposals must be submitted to:

Mr. Domenic Lanzillotti, Purchasing Officer  
Arlington Town Hall  
Town Manager's Office  
730 Massachusetts Ave.  
Arlington, MA 02476

**Proposal Package available for Download:** [www.arlingtonma.gov/purchasing](http://www.arlingtonma.gov/purchasing)

#### **Project Background and Goals**

For decades, the Town of Arlington has been exploring the feasibility and possibilities for developing a linear park along Mill Brook, an important ecological and historical feature in the town. At one time, there were nine mills and seven millponds along the brook, which flows eastward from the Arlington Reservoir to Lower Mystic Lake and is part of the Mystic River Watershed. Five Town-owned recreational and conservation areas are accessible along Mill Brook— Arlington Reservoir, Hurd Fields, Wellington Park, Cooke's Hollow, and Meadowbrook Park.

The Mystic River Watershed Association (MyRWA) has received Arlington CPA funds to explore feasibility and designs for the Mill Brook Corridor in the area between Grove and Brattle Streets with a focus on the Wellington Park section of the area (see Appendix). This segment could be used as a pilot greenway project by turning a hidden, underutilized waterfront into an important focal point of a linear park along the brook. This project seeks to improve the ecological quality of the riparian edge, connect people to the water, and enhance community access through the nearby Minuteman Bikeway and neighborhood streets.

In partnership with the Town of Arlington and committees (see steering committee), MyRWA will lead a participatory design and planning process that identifies opportunities for increasing the Brook's visibility and new uses. This design solution will provide a blueprint for other sections of Mill Brook, encouraging

public access and development that takes full advantage of the natural features of this waterway. The goals of this project include:

- Complete a community-driven design for Wellington Park and the Mill Brook Corridor between Grove and Brattle Street that will open up the Brook and provide new amenities.
- Build awareness and support for the concept of a Mill Brook Linear Park and provide a template for enhancement and restoration of other sections of this corridor
- Use environmentally sustainable planning and engineering approaches for natural resources management; and
- Improve community access to all areas within Wellington Park and create safe linkages to the nearby Minuteman Bikeway and local streets.

### **Scope of Services**

The following scope of services is intended to serve as a guide for Consultants in preparing their respective technical proposals and shall include, but not be limited to, the tasks described below.

1. Wellington Park Schematic Design – Create a park design and revitalization plan focused on the Mill Brook Corridor (defined as 10-20' on either edge of the waterway and up to 50' feet on the south bank of the Brook in Wellington Park). This plan will propose new design features (that may include a playground, benches, picnic table(s), upgrades to ADA access and other amenities), and planting schemes that enhance the viewshed towards and along the Brook, restore public access, improve entrances and circulation within the park, and enhance the ecological value of the riparian edge of the brook.
2. Feasibility of Mill Brook Path from Grove to Brattle Street – In partnership with MyRWA, and other stakeholders, identify feasibility of and propose alignment of an ADA-compliant walking path along Mill Brook from Grove to Brattle Street. Propose intersection/access improvements and signage for connections to the Minuteman Bikeway. Identify issues and potential solutions to improve the quality of the riparian edge and treat stormwater; incorporate data collected by MyRWA on water quality and stormwater outfalls. The Town will provide a list of abutting property owners.
3. Phasing and Cost Estimates for Implementation – Develop phasing schedule for short-term, lower-cost improvements (that could potentially be done with volunteers) and long-term, higher-cost improvements. Determine phasing and cost estimation for implementation.

### **Deliverables**

- a. An initial environmental assessment, documenting existing conditions including topography and vegetation (use existing data from GIS, survey data from the Town)
- b. A rendered plan and 1-2 perspectives (Wellington Park)
- c. A path feasibility plan including walking routes, access points, signage, areas for water quality improvements, etc. (Mill Brook Corridor)
- d. Next steps for surveying and permitting
- e. A cost estimate and phasing matrix
- f. A list of potential funding sources and organization roles and responsibilities for implementation and maintenance

In addition to the work to produce these deliverables, the consultant will participate in a site tour at project kick-off and make presentations at 3 public meetings, 3 meetings with steering committee, with 1 iteration of the concept design based on feedback from the second public meeting.

### **Project Timeline**

Below is an initial timeline that is subject to change over time.

Initial Public Input Site Walk: November/December 2017 (led by MyRWA)

Select Consultant/Notice to Proceed: December 2017

CPA Final Application Due for Next Phase of Work: December 2017

Community Outreach: January-April 2017 (led by MyRWA)

First Public Meeting: January 2018

Substantial Design, Environmental Assessment: March 2018

Second Public Meeting: March/April 2018

Complete Design: May/June 2018

### **Steering Committee**

Mystic River Watershed Association (project manager and main client point of contact)

Arlington Conservation Commission

Arlington Park and Recreation Commission

Arlington Planning Department

Arlington Open Space Committee

Mill Brook Study Group

### **Questions, Addenda, or Proposal Modifications**

Questions/inquiries concerning this RFP must be submitted in writing to: Nat Strosberg, Senior Planner, Arlington Town Hall, 730 Massachusetts Avenue, Arlington, MA 02476, or they may be emailed to [nstrosberg@town.arlington.ma.us](mailto:nstrosberg@town.arlington.ma.us). Questions/inquiries must be received by Monday, October 30, 2017 at 4:00pm to be considered. Questions/inquiries may be delivered, mailed, or emailed. Written responses will be posted on the Town's website ([www.arlingtonma.gov/purchasing](http://www.arlingtonma.gov/purchasing)) by addendum by Wednesday, November, 1 2017 at noon.

### **Site Visit**

A site visit and briefing will be held on Friday, October 27, 2017 at 10:00am at the entrance to Wellington Park.

### **Submittal**

Please include the following in the submittal.

1. Written proposal that responds to the scope listed outlined above. Include initial ideas on the project, timeline, and how you plan to engage the public in the design process. Outlining your approach to the scope is particularly important as there are a range of options for the design and associated tasks; the steering committee would welcome recommendations by the consultants.
2. Portfolio - minimum of 3 projects similar in nature to this project, including client and budget.
3. Resume of key personnel and firm qualifications.

4. Name and contact information for three references.
5. Fee proposal, in separate envelope.

#### **Minimum Criteria/Qualifications**

Each applicant must demonstrate that it meets the following minimum qualifications:

- a) The applicants shall have expertise in the following disciplines: landscape architecture, bioengineering, civil engineering, horticulture/ecology, wetland science, soil science, civic engagement, environmental permitting, and state and federal ADA regulations and compliance. Specific experience with park redevelopment, habitat restoration, and path design/development preferred.
- b) The applications should have a cost-effective approach to this work; the scope is NTE \$48,000.
- c) The applicant must have a clear understanding of the project goals and must describe a sound approach for achieving them
- d) The individual or principal overseeing the project must be a person who is registered by the Commonwealth of Massachusetts (or an equivalent registration entity) in her/his field(s) of expertise, and who has at least five (5) years of professional experience in this field or these fields. In documenting this qualification, the applicant must describe the professional background of the firm and the extent of previous experience of firm personnel or consultants to be assigned to the project, and must identify the anticipated role that each will play in the project.
- e) The applicant must have knowledge of, and experience with, applicable legal and administrative requirements, procedures, and practices.
- f) The applicant must possess all necessary licenses and registrations, either within the firm or through independent consultants, to qualify under Massachusetts' law to undertake this project.
- g) The applicant must provide evidence of insurance for general liability, automobile, worker's compensation (statutory), and professional services liability, as required.
- h) The applicant must provide a detailed description of at least one recent similar project for which the applicant has performed similar services; project references must be identified. Further, individuals who worked on the project must be identified, and it must be stated whether these individuals would be assigned to this project.
- i) The applicant must not be debarred under MGL c149, §44C or disqualified under MGL c7, §38D.
- j) The applicant must submit all required statements and forms.

#### **Selection Criteria**

All proposals meeting the minimum criteria/qualifications will then be evaluated based upon the specific comparative evaluation criteria. The following point schedule will be utilized:

*Highly advantageous* 5 points Response excels on the specific criterion  
*Advantageous* 3 points Response meets evaluation standard for the criterion  
*Least Advantageous* 1 point Response does not fully meet the criterion or leaves a question or issue not fully addressed  
*Does Not Meet* 0 points \* Does not address the criterion 11

\* Proposal is automatically eliminated from further consideration if “0 points” is received for any category.

- a. **Staffing Plan and Methodology**, including the professional qualifications of all project personnel with particular attention to training, educational background, and professional experience. Demonstrated expertise and experience of the Principal-in-Charge, Project Manager, and other key personnel, and any Consultants to be assigned to the Project, including professional registration of the Consultants and their qualifications.

Highly Advantageous: The plan of services proposes a detailed, logical, creative, and highly efficient scheme for producing a complete project that addresses all of the required issues and meets all the minimum applicant qualifications detailed in “Qualifications” section

Advantageous: The plan of services proposes a credible scheme for producing a complete project that addresses all of the required issues and meets all the minimum applicant qualifications detailed in “Qualifications” section.

Not Advantageous: The plan of services is not sufficiently detailed to fully evaluate, or the plan does not contain all the components necessary to produce a complete project that addresses all of the required issues and meets all the minimum applicant qualifications detailed in “Qualifications” section.

Unacceptable: The plan of services does not meet all the minimum applicant qualifications detailed in “Qualifications” section.

- b. **Depth of experience with similar projects**, and prior experience with public contracts and relevant codes, laws, and regulations.

Highly Advantageous: The Consultant has at least five (5) years of experience consulting with municipalities on projects of similar size and scope to this project.

Advantageous: The Consultant has at least three (3) years of experience consulting with municipalities on projects of similar size and scope to this project.

Not Advantageous: The Consultant has less than three (3) years of experience but more than one (1) year consulting with municipalities on projects of similar size and scope to this project.

Unacceptable: The Consultant has less than one (1) year of experience consulting with municipalities on projects of similar size and scope to this project.

- c. **Ability and knowledge to serve as a resource to the Town** as evidenced by direct involvement in (1) projects utilizing best practices in environmental design (2) projects that balance ecological restoration and public access amenities (3) projects utilizing public-private partnerships

Highly Advantageous: Substantial involvement, i.e. lead consultant, in each of the three types of projects specified.

Advantageous: Involvement in each of the three types of projects specified.

Not Advantageous: Involvement in at least two of the three types of projects specified.

Unacceptable: Involvement in no more than one of the three types of projects specified.

- d. **Strength and credibility of client references.** Prior client satisfaction with working relationship, project management capabilities, and technical expertise in developing similar projects.

Highly Advantageous: More than three clients who consider your services satisfactory or better.

Advantageous: Three clients who consider your services satisfactory or better.

Not Advantageous: Three or more clients not all of whom consider your services satisfactory or better.

Unacceptable: Fewer than three clients who consider your services satisfactory or better, or three or more clients who consider your services unsatisfactory.

- e. **Desirability of approach to the project,** as well as a demonstrated understanding of all project components and public outreach needs.

Highly Advantageous: The response contains a clear, creative, and comprehensive plan that addresses all of the project objectives stated in the RFP.

Advantageous: The response contains a clear plan that addresses most of the project objectives stated in the RFP.

Not Advantageous: The response does not contain a clear plan that addresses most of the project objectives stated in the RFP.

Unacceptable: The response does not contain any plan to address the project objectives stated in the RFP.

- f. **Demonstrated ability to meet project budget and project schedule.**

Highly Advantageous: All of the Consultant's references indicate that the projects were completed within budget and on schedule or with minimal, insignificant delays.

Advantageous: One of the Consultant's references indicates that the project was not completed within budget attributable to the Consultant or with substantial delays attributable to the Consultant, and no current project or project completed in the last three years experienced substantial delays attributable to the Consultant.

Not Advantageous: Two of the Consultant's references indicate that the project was not completed within budget attributable to the Consultant or was completed with substantial delays attributable to the Consultant, and no current project or project completed in the last year experienced substantial delays attributable to the Consultant.

Unacceptable: More than two of the Consultant's references indicate that the project was not completed within budget attributable to the Consultant or was completed with substantial delays attributable to the Consultant.

### **Awarding of Contract**

The Town will rank the finalists based on consideration of the minimum criteria/qualifications, the comparative evaluation criteria, and the interview (if applicable).

The Town will begin discussion of final scope of services and fee negotiations with the top ranked applicant. If unsuccessful in the negotiations, the Town may attempt to negotiate with the next highest scoring applicant (and repeat that process) until successful. If negotiations with one or more of the finalists prove unsuccessful, the Town may reject all responses and may choose to re-advertise if deemed in the Town's best interest. The selected applicant will be required to execute the Town's *Contract for Project Management Services*. It is the Town's intent to finalize and execute all contract documents with the selected applicant by December 2017.



## CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club or other organization, entity, or group of individuals.

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(Signature of individual submitting bid or proposal)

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(Name of individual submitting bid or proposal)

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Name of Business

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Date

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Pursuant to M.G.L. Chapter 62C, Section 49A, I certify under the penalties of perjury that I have complied with all laws of the commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

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Social Security Number or  
Federal Identification Number

---

Signature of Individual or Responsible  
Corporate Officer and Title

**NON-COLLUSION FORMS  
MUST BE SIGNED AND  
SUBMITTED WITH BID**

## **APPENDIX**

### **Background Documents**

Mill Brook Linear Park Study

<http://www.arlingtonma.gov/home/showdocument?id=31058>

Mill Brook Working Group Website

<http://www.arlingtonma.gov/town-governance/all-boards-and-committees/master-plan-implementation-committee/mill-brook-corridor-study-group>

### **Wellington Park Stats**

3 acres, owned by the Town of Arlington

1,500', Approx. length of Mill Brook Corridor

**Photographs-** Page 2-3

**Diagram of site boundary and existing conditions—** Page 4



(1) Entrance to the park from Grove Street (Mill Brook behind vegetation on right).



(2) Vegetation and overgrown planted area in the front of Mill Brook.

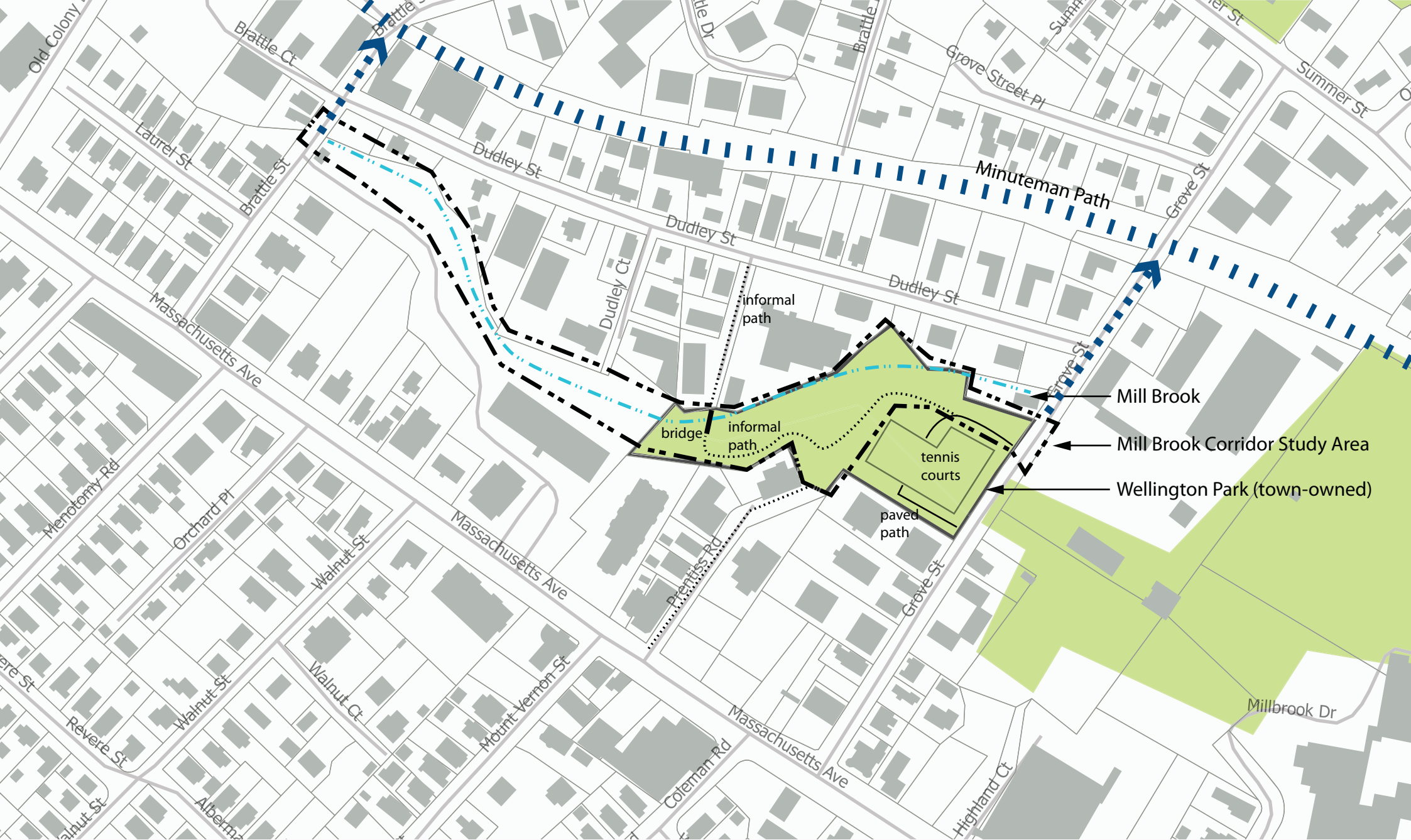


(3) Bridge connecting south and north bank of the brook.



(4) Riparian edge of the brook, along northeast end Wellington Park – chain-link fence and invasive plants.





**WELLINGTON PARK - MILL BROOK CORRIDOR**  
BRATTLE ST. to GROVE ST.

